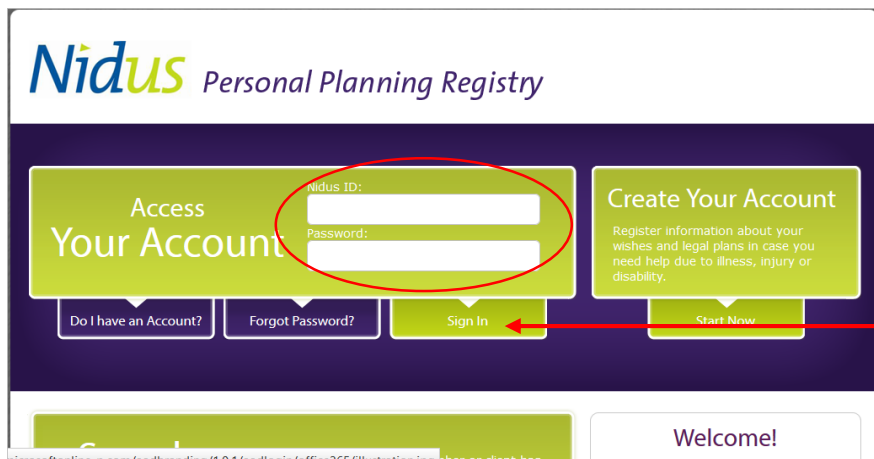


How to Use the Online Registry System View/Edit Information for Account Holder

1. This is the Registry home page. (Go to www.nidus.ca/registry - click Online Registry in the right sidebar.)



Enter the Nidus ID and the password you created.

Click Sign In.

2. This is your Account Holder main page.



Make sure you Log-Out when you are finished. It protects your security.

This green container is the Account Holder's information.

Click **View/Edit** and enter the contact information for the Account Holder (not the representative). Use Edit to make changes and be sure to click Save.

Did you click the link to Download Wallet Card? You can print as many cards as you need. It will show the Account Holder's name & Nidus ID. Do NOT write the password on it. You have to keep the password private.

- Review and update Account Holder information. This is information about the person whose information and documents are being registered – not about the person who is named in the documents.

You cannot change First and Last name (see the Tips). You can enter/change the middle and common name and the email address. Click Edit Account to make changes. Make sure you click Save. Then you can click Return to My Account.

You can update the Account Holder's contact information by clicking Edit. Unless the person is homeless, you should enter their residential address as it is considered an identifier. And the box for Contact Person should be blank (you can uncheck it).

Make sure **the identifiers** belong to the Account Holder. Click Edit to change or add more. Be sure to click Save. You need to provide at least 2 personal identifiers. The more you enter, the better chance your record is found by different kinds of third parties. Health and personal care type of institutions always have your date of birth and care card number. Financial and government agencies may use the Driver's License or BC ID or SIN.

If you change the information on this page but it does not seem to save after you Log-Out and sign in again, try clicking Edit for EACH of the containers and SAVE. Even if you are not making changes, do it for each container. If that does not solve the problem, try using another computer. Different Internet Browsers (Firefox, Chrome, IE, etc.) use different plug-ins and you may not have them selected on the version you are using on your device.